

CITY OF BLOOMINGTON, INDIANA,  
REQUEST FOR PROPOSALS (RFP)

CONSULTING SERVICES

**HUD 2020-2024 Consolidated Plan,  
2020 Analysis of Impediments, and 2020 Annual Action Plan**

PROPOSALS DUE:

February 15, 2019

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## PROJECT INFORMATION

### 1) Overview

The City of Bloomington, Indiana, is soliciting proposals from qualified and experienced firms or individuals to assist the City with the preparation of its 2020-2024 Consolidated Plan (ConPlan) and related 2020 Annual Action Plan (AAP), in order to meet the regulatory requirements of the U.S. Department of Housing and Urban Development (HUD). In addition, the City requests assistance in the creation of an updated Analysis of Impediments (AI) to demonstrate its commitment to Fair Housing compliance and integrate seamlessly with the new ConPlan and AAP. The totality of the work shall henceforth be referred to as the “Project.”

Proposer shall be familiar with and follow the subsequent guidance: [Guidelines for Preparing Consolidated Plan and Performance and Evaluation Report Submissions for Local Jurisdictions](#), [HUD CPD Notice-12-009](#), [The Consolidated Plan IDIS Desk Guide](#), and [Fair Housing Guide](#), and otherwise shall be prepared to formulate all required sections of the ConPlan and related.

Proposer also should become familiar with the City’s wider housing goals in part described in the next section to ensure compatibility of efforts across City programs.

### 2) Proposal Due Date

Proposals will be accepted up until Friday February 15 at 4:00 pm by the Housing and Neighborhood Development (HAND) Office of the City of Bloomington, Indiana. No email or facsimile offers will be accepted.

### 3) General Information

The City of Bloomington receives the Community Development Block Grant (CDBG) as an urban entitlement community and HOME Investment Partnership Act grant dollars. In 2018, the City received \$836,999.00 authorized in CDBG and \$584,637.00 authorized in HOME.

The City operates on a HUD June 1 to May 31 Program Year.

### 4) Scope of Services

The hired proposer (Consultant) will work with staff from the City in the preparation of the ConPlan, AAP, and AI, with work to be completed by March 1, 2020. The City will solicit public comment prior to submission to HUD on or about April 15, 2020.

ConPlan preparation shall include the following elements:

- (ES-05) Executive Summary
- (PR-10) Consultation
- (PR-15) Citizen Participation
- (NA-05) Overview
- (NA-10) Housing Needs Assessment

- (NA-15) Disproportionately Greater Need: Housing Problems
- (NA-25) Disproportionately Greater Need: Housing Cost Burdens
- (NA-30) Disproportionately Greater Need: Discussion
- (NA-40) Homeless Needs Assessment
- (NA-45) Non-Homeless Special Needs Assessment
- (NA-50) Non-Housing Community Development Needs
- (MA) Market Analysis
- (SP) Strategic Plan

AAP and AI shall include all elements.

The Consultant shall review and tabulate data and information supplied by the City, HUD, the U.S. Census Bureau, sub-grantees, residents, and other stakeholders to complete the required components per HUD regulations including all required charts, tables, and maps.

The products must be provided in a digitized format that, after consultation with the City's HAND Department, are ready for posting on the City's website and/or submission to HUD.

The City's past ConPlan and AI are viewable at:

<https://bloomington.in.gov/departments/hand/consolidated-plans>.

The City's past AAPs are viewable at:

<https://bloomington.in.gov/housing/notices>.

## **5) Schedule of Work**

A basic drafting timeline for the Project shall be submitted with the proposal.

Within 30 days of the Project's start, the Consultant shall develop and provide to the City a detailed calendar for completion of the work; the calendar must be approved by the HAND Director or staff appointee.

## **6) Qualifications**

The following lists the minimum qualification requirements, or substantial equivalent, of the successful proposer:

- Five-years of experience providing similar consulting services
- Three references provided for clients currently or previously served; at least one to be a city, county, or state
- Demonstrated experience preparing ConPlans for cities with populations over 50,000
- Working knowledge of:
  - CDBG and HOME regulations
  - HUD's IDIS eConPlan system
  - ConPlan regulations
  - Urban planning principles, especially in the areas of sustainability initiatives, affordable housing, and smart growth
  - Digital technologies such as Excel, GIS, and interactive Internet capabilities

- Methods of data collection, analysis, and summarization (in narrative and graphic formats)
- Various housing and community development resources and governmental agencies
- Fair Housing laws and pertinent regulations

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## HOUSING STRATEGY

At the start of his new administration in 2016, the City of Bloomington’s Mayor John Hamilton directed City leadership to focus on Bloomington’s significant affordable housing challenges. The administration recognized that the combination of increasing off-campus housing demand driven by enrollment growth at Indiana University and Bloomington’s non-university population growth was outpacing the increase in housing supply citywide.

The resulting supply-demand gap has driven the price of housing rental and ownership up over the past several decades, leaving Bloomington with the highest rent prices in the state of Indiana. As a result, lower-income and workforce residents have been increasingly priced out of available living near the downtown and other quality of life amenities around the City.

As rental prices have steadily increased, single-family home prices have also seen a significant increase. According to a report by the Indiana Association of Realtors, the Monroe County 2018 median sales price for single-family homes in the month of May was \$217,500, compared with \$185,000 in May of 2017. That’s an increase of \$32,500 or 17.6 percent. The combined pressures on housing has accelerated the City’s commitment to addressing affordable housing.

In anticipation of the completion of a parallel update to the City’s Comprehensive Master Plan, which is now available online<sup>1</sup>, Mayor Hamilton’s administration developed a preliminary Affordable Housing Strategy document, laying out a number of efforts to address the significant challenges associated with the shortage of affordable housing in Bloomington.

Among these strategies was the City’s acquisition of key land parcels to help facilitate affordable and workforce housing development in areas that might otherwise be limited by land costs exclusively to market rate housing outcomes.

Since the introduction of the Affordable Housing Strategy document, the City’s Comprehensive Master Plan has provided additional direction supporting the administration’s priority. Included are the following goals and policies:

**Goal 5.1** Housing Affordability: Improve access to affordable housing for a continuum of needs in Bloomington, including people experiencing homelessness, low-income, and moderate-income households. Strive for permanent affordability in rental and owner-occupied housing options, with policies that recognize differences among the needs of extremely low-income.

Policy 5.1.1: Expand and sustain housing programs designed to serve the long-term affordability needs of moderate-income, low-income, and extremely low-income households, to achieve an income diverse and inclusive city.

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<sup>1</sup> <https://bloomington.in.gov/planning/comprehensive-plan>

Policy 5.1.2: Establish affordable housing in locations with close proximity to schools, employment centers, transit, recreational opportunities, and other community resources to increase access.

Policy 5.1.3: Encourage a wide range of housing types to provide a more diverse mix of housing opportunities and household income levels, preferably within neighborhoods and multi-family housing developments.

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## CITY BACKGROUND

Nestled in the rolling hills of southern Indiana, Bloomington is a small city with big-city amenities, atmosphere and culture—home to Indiana University’s flagship campus (“IUB”), the Little 500 bicycle race; the Lotus World Music & Arts Festival; the WonderLab Museum of Science, Health, and Technology; a thriving and well-regarded farmers’ market;<sup>2</sup> and one of the most sought after craft beers in America.<sup>3</sup>

Bloomington residents appreciate world-class entertainment and cultural festivities, value community and environmental causes, and are committed to preserving and expanding recreational opportunities through the City’s extensive network of trails and its many parks. The community has a passion for the arts as demonstrated by the creation and development of the Bloomington Economic & Arts District, and boasts a budding tech and life sciences sector. The City’s built environment blends historic districts from the last century and a half with collegiate Gothic architecture on the IUB campus and contemporary and modern structures throughout. Bloomington is clearly a community steeped in tradition but with an eye always on progress and sustainability.

Bloomington is the sixth most populous city in Indiana, with an estimated population of approximately 84,067.<sup>4</sup> The City is fairly densely populated, with 3,474 people per square mile, compared to only 88 people per square mile, on average, nationwide.<sup>5</sup>

Bloomington supports a vibrant economy and a thriving business district composed of roughly 6,000 businesses.<sup>6</sup> The City’s business community is noted for excellence in pharmaceuticals, medical devices, technology, healthcare, and the arts. Its concentration of employment in the life sciences is six times greater than the U.S. average and growing. Indiana University, IU Health, and IU Health Bloomington

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<sup>2</sup> <http://www.cookinglight.com/healthy-living/travel/best-farmers-markets/bloomington-farmers-market>, accessed February 26, 2017.

<sup>3</sup> [http://www.huffingtonpost.com/2015/02/18/most-sought-after-beers\\_n\\_6702260.html](http://www.huffingtonpost.com/2015/02/18/most-sought-after-beers_n_6702260.html), accessed February 26, 2017.

<sup>4</sup> United States Census Bureau, “QuickFacts Beta: United States: Bloomington City, Indiana,” <http://www.census.gov/quickfacts/table/PST045214/00,1805860>, accessed February 26, 2017.

<sup>5</sup> Sperling’s Best Places, Bloomington, Indiana, <http://www.bestplaces.net/people/city/indiana/bloomington>, accessed February 26, 2017.

<sup>6</sup> United States Census Bureau, “QuickFacts Beta: United States: Bloomington City, Indiana,” <http://www.census.gov/quickfacts/table/PST045214/00,1805860>, accessed February 26, 2017.

Hospital recently announced plans to collaborate to create a regional academic health center expected to employ thousands and expand opportunities for health sciences education and research.

In addition to major employers such as IUB (7,701 employees), IU Health Bloomington (over 2,200 employees), the Cook Group (3,330 employees), Baxter Healthcare Pharmaceuticals (1,100 employees), and the largest limestone quarry in the United States, Indiana Limestone Company, downtown Bloomington alone boasts more than 140 local and unique restaurants, bars, and coffee shops, seven local breweries, and a distillery.

The City of Bloomington is frequently heralded as a desirable place to live and work, and it has been the recipient of a number of awards recognizing its community assets and quality of life. Bloomington has been recognized by Inc. Magazine as one of “America’s Best Cities for Doing Business” and as one of Entrepreneur Magazine's Top 50 “Hottest Small Cities for Entrepreneurs.” Forbes Magazine ranked Bloomington No. 3 in its “Best Places for Business Careers” feature and as a top city for work-life balance.<sup>7</sup> The City has also been named one of the “Top 5 Food Towns in the Midwest” by Midwest Living Magazine and the “7th fastest growing destination for wine and culinary enthusiasts in the nation” by Orbitz Research Travel.<sup>8</sup>

Potential residents and business owners recognize Bloomington’s attributes—and the City’s population is steadily increasing, with the City’s growth (3.8 percent) higher than that of the United States as a whole (3.3 percent) from April 1, 2010 to July 1, 2014.<sup>9</sup> Moreover, Bloomington’s population is younger than the national average, owing in part to the City’s large number of university students. The median age of Bloomington residents is 23.4 years, compared to 37.2 years nationwide.<sup>10</sup>

Finally, Bloomington is home to several higher education institutions, including IUB, the flagship campus of the State’s eight-campus university system, with 38,364 undergraduate students and more than 10,000 graduate students. IU is a world leader in professional, medical and technological education. The vibrant surrounding community has earned its recognition as one of the “best college towns to live in forever.”<sup>11</sup>

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<sup>7</sup> [https://www.forbes.com/lists/2009/5/bizplaces09\\_Bloomington-IN\\_2747.html](https://www.forbes.com/lists/2009/5/bizplaces09_Bloomington-IN_2747.html) accessed June 19, 2018.

<sup>8</sup> <http://comparebloomington.us/quality-of-life/>.

<sup>9</sup> United States Census Bureau, “QuickFacts Beta: United States: Bloomington City, Indiana,” <http://www.census.gov/quickfacts/table/PST045214/00,1805860>.

<sup>10</sup> Sperling’s Best Places, Bloomington, Indiana, <http://www.bestplaces.net/people/city/indiana/bloomington>

<sup>11</sup> Livability, City of Bloomington, Indiana, <http://www.livability.com/in/bloomington>.



*Map of Bloomington and Surrounding Area*

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## **SUBMISSION DETAILS**

### **1) Submittal Deadline**

In order to receive consideration, Proposals must be received by the City no later than 4:00 p.m., Eastern Daylight Time on Friday February 15, 2019, at the following address:

City of Bloomington  
Housing and Neighborhood Development Department  
ATTN: Eric Sader, Assistant Director  
401 North Morton Street, Suite 130



Bloomington, IN 47404

## 2) Submittal Requirements

All proposals shall be sealed. Submittals must include five (5) copies bound separately, including supporting materials, printed front and back and one (1) electronic PDF copy on a flash drive. Each submittal shall contain one cover letter with an original signature from a principal or executive director of proposer. These items will not be returned. If proposer consists of a team of several entities, then an authorized representative of each entity shall sign the cover letter. No email or facsimile offers will be accepted.

Any proposals received after the deadline will not be accepted and will be returned unopened. Electronic submissions without a proposal submission by the deadline will not be accepted.

All sealed submittals shall be clearly marked "HUD Consolidated Plan" and bear the name and address of the submitting organization. The City will not provide any pre-selection information concerning the status of proposals other than the acknowledgment that submittals were received.

**NOTE: Any deviation from these requirements may result in your proposal being considered non-responsive, thus eliminating your submittal from further consideration.**

## 3) Submittal Inclusions: All submittals shall contain, at the very least, the following:

- **Statement of Interest:** Provide a statement of proposer's interest in participation with the Project; highlights of the proposer's qualifications; proposer's understanding of the objectives of the RFP; and a brief description of Project team.
- **Applicant Qualifications:** Provide an organizational chart describing the entities and key personnel on the proposer's team; CVs for lead personnel, and a brief description of similar projects completed by the team in the past fifteen years.
- **Project Experience:** Provide up to five (5) examples that demonstrate successful like projects, including three (3) references, one of which to be a city, county, or state of at least 50,000 in population for which proposer has had experience preparing a ConPlan.
- **Project Description:** Provide a narrative description of the general Project concept proposed for the City, addressing the details noted elsewhere in this RFP; describe how the proposed concept addresses the objectives listed.
- **Estimated Project Schedule:** Proposers shall provide a basic drafting timeline for the Project up front, with enough detail to provide assurance of timely completion.
- **Other Item:** Include a detailed community outreach plan.

## 4) Submittal Contact Person

All questions regarding the RFP must be addressed in writing and submitted by email with the wording, "City of Bloomington ConPlan RFP" in the subject line to:

Eric Sader, Assistant Director of Housing and Neighborhood Development at  
[sadere@bloomington.in.gov](mailto:sadere@bloomington.in.gov).

A response to your question(s) will be given within 48 hours of receipt. Please, no phone calls.

## 5) Cost of Submittal

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, or providing additional information when requested by the City and includes, but is not limited to, costs for travel and per diem, attending interviews, providing presentations or demonstrations, and participating in contract negotiation sessions.

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## PUBLIC RECORDS

Pursuant to the Indiana Public Records Act, unless otherwise noted, all documents submitted in response to this RFP will be considered public records and will be made available to the public upon request. Proposals received may be posted on the city's website as part of the review process. Please do not submit any information to the City that you wish to keep confidential.

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## PROPOSAL EVALUATION AND SELECTION

The City has the ultimate responsibility for determining the most responsive and responsible proposals and selecting the preferred proposer. There is no guarantee that the City will select any of the proposers to implement the Project and any proposals shall be submitted at the proposer's sole risk and cost. City staff will evaluate only those proposals received by the submittal deadline and will evaluate those proposals based on the qualifications of the proposer, how well the proposed Project concept addresses the goals and objectives of this RFP and the City's Affordable Housing Strategy and/or other policy documents.

Specific components City staff will consider include:

- Corporate experience and capacity
- Understanding of work to be performed
- Understanding of ConPlan program goals and overall RFP criteria
- Professional expertise of team
- Prior experience relative to Project
- Completeness, feasibility, and quality of scope of services and Project schedule
- Clarity and conciseness of presentation
- Fee schedule and cost
- Expected public benefits of the proposal
- Overall positive attributes

The City is the sole and final decision-maker regarding this selection, and it reserves the right to reject any and/or all submittals or proposals. Following approval, the selected proposer will be authorized to work with City staff to further develop a detailed Project calendar.

The City will select the most responsive and responsible proposer based on the responses to the RFP. If negotiations with the preferred proposer do not proceed in a timely or satisfactory manner, an alternative proposer may be selected or the City may reissue the RFP.

The final selection will be made solely by the City of Bloomington. **The City of Bloomington**

**reserves the right to request additional information from any and all proposers, reject any and all submittals, waive any irregularities in the submittal requirements, or cancel, suspend or amend the provisions of this RFP at any time.**

Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the City of Bloomington. Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the proposer and shall be grounds for rejection.

Proposers may be required to make a presentation of their qualifications to City staff.

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## **ADDITIONAL TERMS AND CONDITIONS**

### **1) Liability Requirements**

The firm awarded a contract shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. The firm must provide Certificates of Insurance in which the City shall be named as an additional insured. Insurance terms and requirements shall be included in the contract which will require, at the very least, the following:

- Workers Compensation
- Indiana State Disability Coverage
- Public Liability/Property Damage
- Automobile Liability
- Contractual Liability
- Errors and Omissions

### **2) Supplemental Mandates**

- The successful proposer must comply with all Federal, State, and Local laws, codes, statutes, ordinances, rules and regulations as may be applicable to the scope of services detailed herein, including all labor laws.
- All proposers must quote their fees in a section of their proposal clearly labeled "Cost Summary Section."
- Proposals and prices must remain valid for three (3) months.
- Any contract shall be interpreted under the laws of the State of Indiana. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of Project stipulations shall be brought in the Circuit Court of Monroe County, Indiana. In addition, proposers that are not incorporated in the State of Indiana shall produce a "Certificate of Authority" to do business in Indiana prior to executing any contract with the City.

### **3) Affirmative Action Plan**

Each Vendor/Contractor submitting a quote, proposal or bid over **\$10,000.00** shall submit and have approved by the City of Bloomington Contract Compliance Officer, Barbara McKinney, a written **Affirmative Action Plan at least twenty-four (24) hours prior to the submission deadline for**

**requests.** Quotes received that do not have an approved Affirmative Action Plan may be returned unopened.

Each Vendor/Contractor must insure that all employees and applicants for employment are not discriminated against because of race, religion, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status. All the protected classes must be included in your Affirmative Action Plan for it to be acceptable. In addition to other requirements, your plan MUST include a workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementation of the Plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your method of communicating the operations of your Affirmative Action Plan to employees and prospective applicants.

Barbara McKinney, Contract Compliance Officer, may be contacted at (812) 349-3429, 8:00 a.m. to 5:00 p.m. Monday through Friday. The Affirmative Action Plan paperwork is provided in this Request for Proposal, marked as exhibit A.

**Please make sure you contact Barbara McKinney as soon as possible if your submittal is above \$10,000.**

#### **4) Affidavits**

The selected firm will also be required to execute affidavits for E-Verify and Non-Collusion affidavits as required by Indiana State statutes.

- **E-Verify Affidavit:** Pursuant to Indiana Code 22-5-1.7-11, each Company is required to enroll in and verify the work eligibility status of all of its newly hired employees through the E-Verify program. An affidavit must be signed which affirms that the firm does not knowingly employ an unauthorized alien. This affidavit is provided and should be submitted with your proposal.
- **Non-Collusion Affidavit:** Pursuant to Indiana Code 5-22-16-6, each Company is required to affirm it has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by Company, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer. This affidavit is provided and should be submitted with your proposal.



**City of Bloomington Human Rights Commission**

2018

RE: Affirmative Action and Living Wage Ordinance To: Prospective Bidders/Vendors

Affirmative Action: All bidders and vendors with the City of Bloomington for projects in excess of \$10,000.00 must submit an affirmative action plan to my office. This plan must insure that applicants are employed and that employees are treated in a manner that provides equal employment opportunity and tends to eliminate inequality based upon race, religion, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status and housing status. Please note that the last four categories are new, adopted by the Common Council in September, 2015.

Even if your company already has a plan on file with the City, you must check with me to make sure that it complies with our current and recently updated requirements. If you already have a plan, but it does not cover all of the City's current requirements, you may submit a separate supplement with your plan to fill any gaps.

You must submit your written affirmative action plan (or supplement) to me at least twenty-four hours before the bid, quote or proposal deadline. You must submit your plan to me separately from your bid or quote. The twenty-four hours will give me sufficient time to review your and the other plans. I recommend that you submit your affirmative action plan to me earlier, if possible, so that you and I will have time to work out any problems that may be in your plan. Vendor's who fail to submit acceptable plans by the deadline are subject to disqualification.

I strongly advise you to confirm with me that I have received your plan and that it meets our requirements well before the submittal deadline. We will make every effort to work with you to clear up problems. But it remains your responsibility to confirm that I received your plan and that it complies with our requirements. If you fail to confirm that I received and approved your plan, you risk losing your eligibility to submit a bid or quote. We will be glad to provide a receipt upon request. Please let us know if you want a receipt when you submit your plan.

You must insure that all the protected classes listed above are included in your plan. In addition to other requirements, your plan **MUST** include a current workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementing the plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your methods of communicating the operations of your affirmative action plan to your employees and prospective applicants.

Accompanying this letter you will find the following materials:

- (1) A workforce breakdown form. You MUST submit a workforce breakdown (sometimes called a "utilization report") with your Affirmative Action Plan. This form is provided for your convenience. If you already have a current form you have completed for another jurisdiction that includes the same type of information, you may substitute a copy of that form instead of using our form. Your workforce breakdown figures must be updated every six months. Even if you already have an acceptable affirmative action plan on file with my office, you should submit a new workforce breakdown each time you bid for a city contract, to be sure we have up-to-date figures.
- (2) An Affirmative Action Plan Checklist. I will use this checklist to review your affirmative action plan. If you compare your plan with this list, you should be able to tell whether your plan fulfills the City's requirements. If you omit any of the elements on the checklist, your plan will not be approved.
- (3) A sample affirmative action plans. These may be useful if your company has never designed an affirmative action plan before. Feel free to adopt this plan as your own or to amend it to meet your needs.

Additional materials, such as the City of Bloomington's Contract Compliance Regulations, are available from my office upon request.

**Living Wage:** Also, please be aware that you may be required to comply with the Bloomington Living Wage Ordinance. Whether the LWO applies to your project depends upon the size and type of your project and the number of people you employ. If you have questions about the applicability of the LWO, click on the LWO flow chart at: [www.bloomington.in.gov/livingwage](http://www.bloomington.in.gov/livingwage) or call me. For 2017, the living wage for covered employees is \$12.44 an hour.

If you have any questions, contact me at 812.349.3429 or email me at the following address: [mckinneb@bloomington.in.gov](mailto:mckinneb@bloomington.in.gov). My office hours are Monday through Friday, 8-5.

Thankyou.

Barbara E. McKinney, Human Rights Director/Contract Compliance Officer

## BLOOMINGTON HUMAN RIGHTS COMMISSION

### Model Affirmative Action Plan for

\_\_\_\_\_, Inc., declares its policy to provide equal opportunity in employment, training and advancement, and to administer its employment practices without regard to race, color, religion, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status, or housing status.. Our policy of nondiscrimination will prevail throughout every aspect of our employment practices, including recruitment, hiring, training and all other terms and conditions of employment. We shall implement an affirmative action plan to make it widely known that equal employment opportunities are available on the basis of individual merit. We shall survey and analyze our employment workforce annually to determine what steps, if any, are needed to conform effectively to this equal employment policy.

#### Responsible Officer

Mr. or Ms. \_\_\_\_\_ (or the \_\_\_\_\_ officer) is the equal employment opportunity officer for our company and is responsible for implementing this affirmative action policy.

#### Publication of Policy

Our employees will be made aware of our commitment to affirmative action through the following procedures:

- posting notices on employee bulletin boards,
- including our policy statement and plan in our personnel manual,
- regularly sending out notice of our policy in paycheck envelopes,
- and training supervisors to recognize discriminatory practices.

We will make potential employees aware of our policy through the following procedures:

- including the words "Equal Opportunity Employer" in all of our advertisements and notices for job openings,
- notifying employment agencies about our commitment, and
- sending notice of our policy to unions.

#### Implementing Our Policy

Our affirmative action plan will be implemented by widening our recruitment sources. We shall advertise in newspapers and other media that reach people in protected classes. We shall send job notices to schools with large percentages of students in the protected classes and to local groups that serve these classes.

We shall examine our hiring practices periodically to insure that we consider only job-related qualifications in filling our positions. We shall discard irrelevant educational requirements and unnecessary physical requirements. We shall retain only job-related questions on our employment application.

We shall keep affirmative action information on each applicant, but separate from his or her application. We shall keep records on our hiring decisions to evaluate the success of our affirmative action measures. We shall decide placement, duties, benefits, wages, training prospects, promotions, layoffs and terminations without regard to race, sex, religion, color, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status.

#### GRIEVANCE PROCEDURE

If an employee feels he or she has been discriminated against on the basis of race, sex, religion, color, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status, he or she may bring the complaint to his or her immediate supervisor. If the complaint is not resolved readily at that level, he or she may submit it to \_\_\_\_\_ (personnel officer, corporate president, other) who will make a final decision on its validity. This grievance process does not preclude his or her complaining to local, state or federal civil rights agencies. We will not retaliate against an employee or applicant for voicing a grievance or for filing a complaint with the appropriate agency.

Our current workforce breakdown is shown on the attached form.

\_\_\_\_\_  
Corporate President

\_\_\_\_\_  
Date



### AFFIRMATIVE ACTION PLAN CHECKLIST

NOTE: This is **not** an Affirmative Action Plan

Effective Date: \_\_\_\_\_

<b>Contractor: Plan MUST Include:</b>		<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Policy statement of equal employment opportunity		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Covers:</b>	Applicants for employment	<input type="checkbox"/>	<input type="checkbox"/>	
	Employees	<input type="checkbox"/>	<input type="checkbox"/>	
<b>On basis of:</b>	Race	<input type="checkbox"/>	<input type="checkbox"/>	
	Religion	<input type="checkbox"/>	<input type="checkbox"/>	
	Color	<input type="checkbox"/>	<input type="checkbox"/>	
	Sex	<input type="checkbox"/>	<input type="checkbox"/>	
	National Origin	<input type="checkbox"/>	<input type="checkbox"/>	
	Ancestry	<input type="checkbox"/>	<input type="checkbox"/>	
	Disability	<input type="checkbox"/>	<input type="checkbox"/>	
	Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	
	Gender Identity	<input type="checkbox"/>	<input type="checkbox"/>	
	Veteran Status	<input type="checkbox"/>	<input type="checkbox"/>	
	Housing Status	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Designates a person responsible for implementation of the Plan</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provides for communication of the policy:</b>				
	Within the Organization	<input type="checkbox"/>	<input type="checkbox"/>	
	Outside the Organization (e.g., recruitment sources, unions)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Applies to all terms and conditions of employment (e.g., hiring, placement, promotion, duties, wages, benefits, use of facilities, layoff, discipline, termination)</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provision for: Recruitment from minority groups</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provision for: Equal access to training programs</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Grievance Procedure</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Prohibits retaliation for filing grievances</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Workforce Breakdown (figures up to date within 6 months)</b>		<input type="checkbox"/>	<input type="checkbox"/>	

**WORKFORCE BREAKDOWN FORM**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

Position, Title Class or Category	Total Number Employees in Each Position	Total Number Minority Employees	Percent of Total	Total Number Female Employees	Percent of Total	Total Number Employees with Disabilities	Percent of Total

I swear or affirm under penalties of perjury that this workforce breakdown is accurate, to the best of my knowledge.

\_\_\_\_\_  
Signature and Title of Representative:

\_\_\_\_\_  
Date:

**EVALUATION SCORING RUBRIC**

While cost is important, other factors are also significant. Consequently, the City may select a proposal other than the lowest cost proposal. The City’s goal is to choose the proposer capable of providing quality service and experience that will help the City achieve the goals within a reasonable budget. The City strongly encourages proposals from minority and women business enterprises and those who subcontract to such enterprises or otherwise show commitment to diversity and workplace equity.

Evaluation will be based on the criteria defined below:

Evaluation Criteria Table	Possible Points
<b>Organizational Capacity</b>	<b>5</b>
<b>Professional Expertise</b>	<b>15</b>
<b>Prior Relevant Experience</b>	<b>15</b>
<b>Specific Experience in Analysis of Demographic Information and Focus Group Data</b>	<b>10</b>
<b>Satisfaction of References</b>	<b>5</b>
<b>Understanding of the Specific Work to be Performed</b> Completeness, Clarity, Conciseness	<b>10</b>
<b>Understanding of Local Needs and Priorities</b>	<b>10</b>
<b>Quality of Proposed Services</b> Scope, Project Schedule, Feasibility	<b>15</b>
<b>Fee Schedule and Cost</b>	<b>10</b>
<b>Overall Positive Attributes</b>	<b>5</b>
<b>Total Points Possible</b>	<b>100</b>